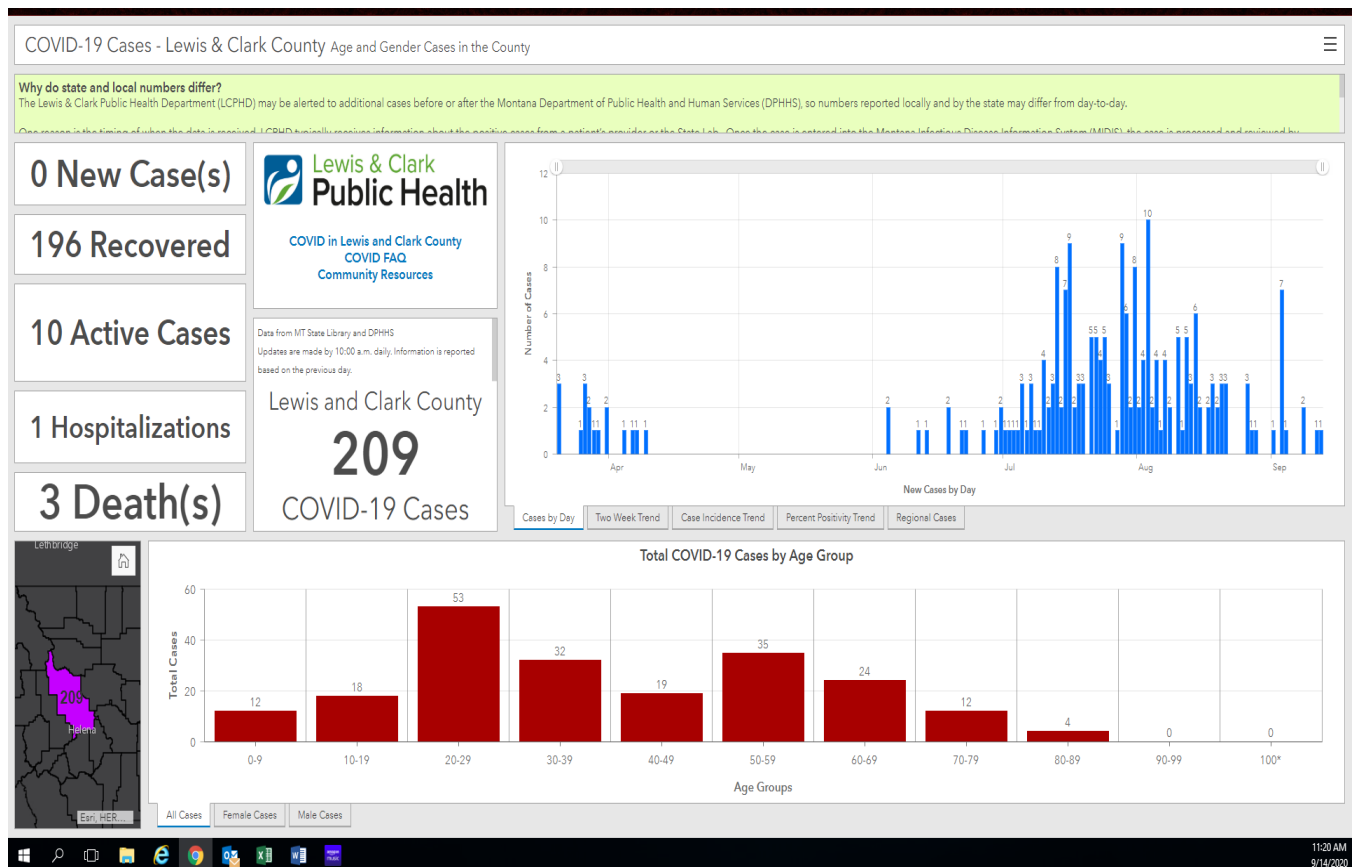




COVID-19 Incident Action Plan

09/14/20 to 09/21/20



The Items checked below are included in this IAP

☒ ICS 202

☒ ICS 203

☒ ICS 204

☒ ICS 205

☒ ICS 206

☒ ICS 207

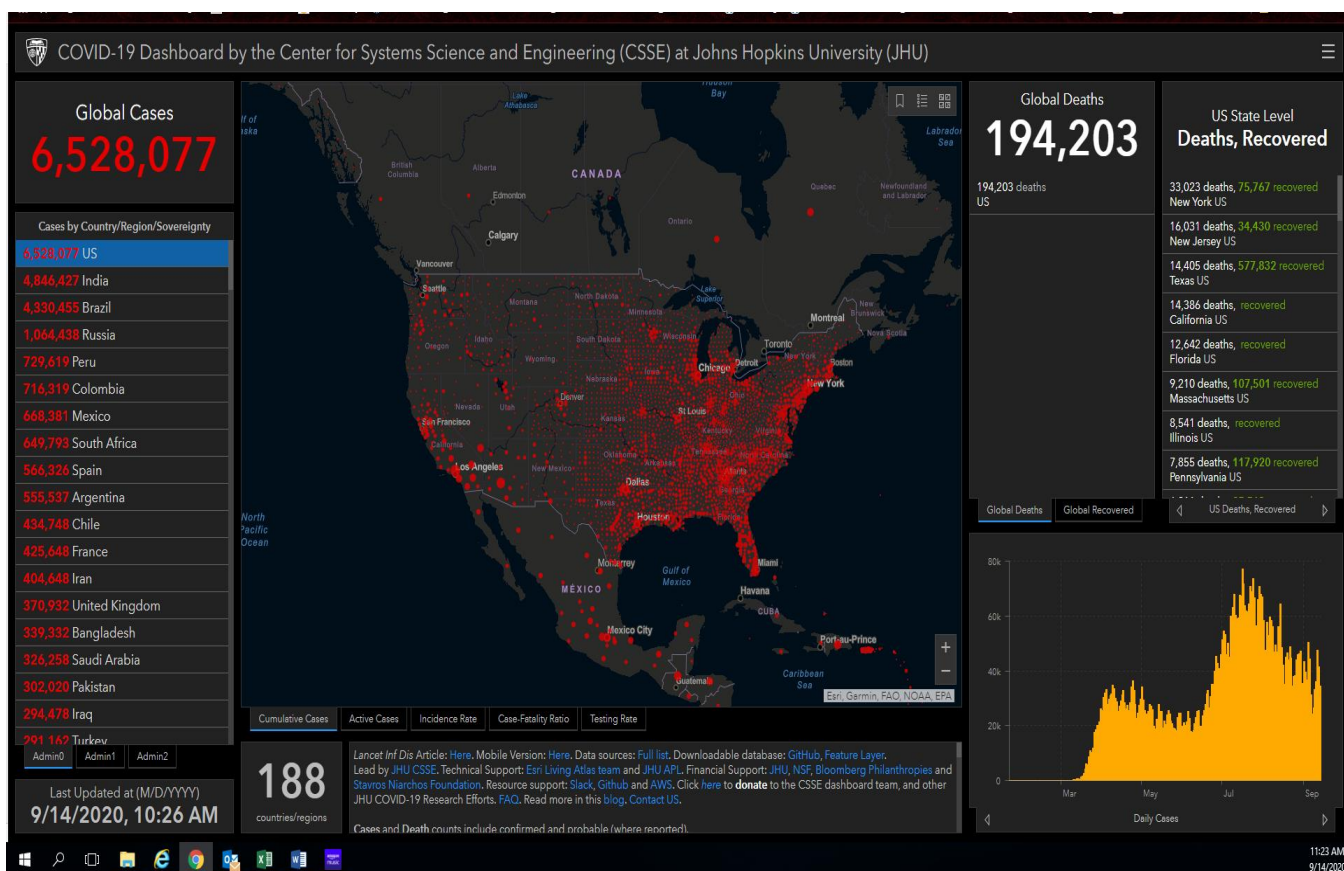
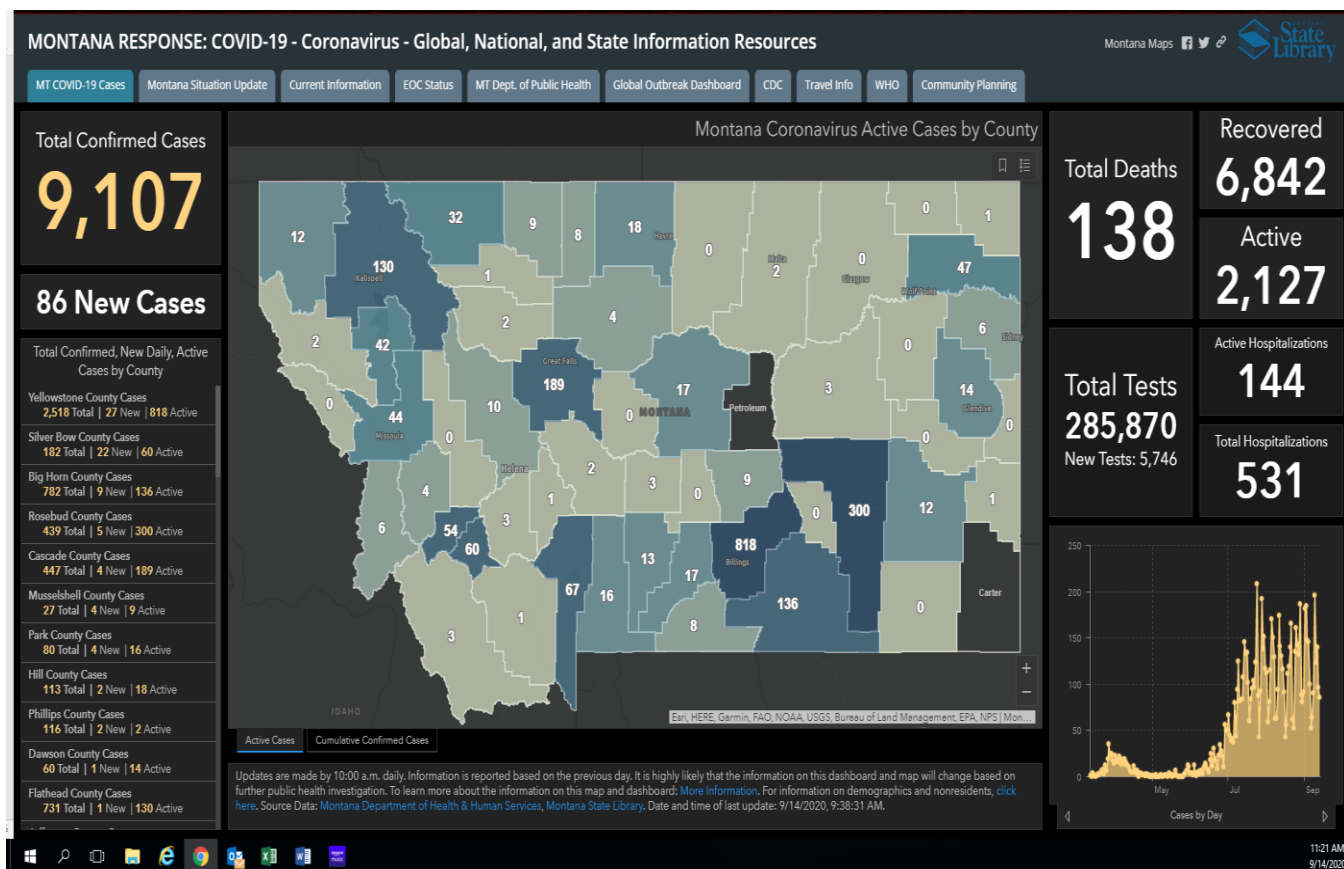
Other Attachments:

Local Docs:

- ☒ L&C County COVID Data Map ([link](#))
- ☒ LCPH Phase 2 Guidance Documents ([link](#))
- ☒ L&C Guidance on Masks ([link](#))
- ☒ Large event or gathering planning form ([link](#))
- ☒ Guidance for Employers with COVID + Employee ([link](#))

State Docs:

- ☒ Governor's Phase 2 Directive ([link](#))
 - ☒ Phase 2 FAQ ([link](#))
- ☒ Gov's Mask Directive ([link](#))
 - ☒ Mask FAQ ([link](#))
 - ☒ Mask Directive for K-12 Schools ([link](#))



ICS 202 – INCIDENT Objectives & Update Form

| | | | | | |
|--------------------------------------|----------------------------------|---|-----------------|------------------------------|-----------------|
| 1. Incident Name: COVID-19 | 2. Operational Period: | Date From: | 09/14/20 | Date To: | 09/21/20 |
| | | Time from: | 0830 | Time from: | 0830 |
| 3. Prepared by: Name: Brett Lloyd | Position: Planning Section Chief | 4. Approved by: Name: Drenda Niemann | | Position: Incident Commander | |

Commander's Intent:

The intent of all actions and operations is to, as much as possible, minimize disease spread through physical distancing and other evidence-based protective and preventive measures.

General Control Objectives:

1. Protect the public health by taking a lead role in preventing or minimizing the spread of COVID-19 in the community.
2. Support informational, advisory & medical resource needs of healthcare partners.
3. Maintain situational awareness and impacts on the local healthcare system and community.
4. Maintain continuity of Public Health operations.
5. Manage Public Information & Education to provide technical guidance, situational awareness and manage rumors & misinformation.
6. Implement & manage a phased local reopening effort that focuses on easing restrictions while still minimizing disease transmission.

Quick Resources:

- [Montana COVID Task Force Page](#)
- [LCPH CV-19 Page](#)
- [L&C CV-19 Data Map](#)
- [MTDPHHS Page](#)
 - [Hotline #1-888-333-0461](#)
- [COVID-19 Resource Library](#)
- [CDC COVID Data Tracker](#)
- [WHO CV-19 Page](#)

C&G Meeting Agenda

- ☐ Plans Chief opens meeting, covers ground rules, and reviews agenda.
- ☐ Situation Updates.
- ☐ Planned activities for next Ops Period.
- ☐ Outstanding issues.
- ☐ IC closing comments.

Order

- ☐ Ops-Shelly
- ☐ Ops-Laurel
- ☐ Ops-Eric
- ☐ Logistics-Jolene
- ☐ LOFR-Kathy
- ☐ PIO- Damian
- ☐ IC-Drenda

Situation Update: 09/14/20

| Item | Local | State | JHU US COVID Map | Global COVID Tracker |
|-----------------|---------|---------|------------------|----------------------|
| Total Cases: | 209 | 9,107 | 6,528,077 | 29,075,608 |
| Total Deaths: | 3 | 138 | 194,203 | 925,284 |
| Active Cases | 10 | 2,127 | 4,076,671 | 8,479,327 |
| Total Recovered | 196 | 6,842 | 2,451,406 | 19,670,997 |
| Total Tests: | ~6000+* | 285,870 | 88,819,861 | |

*Best estimate based on incomplete data. Not all tests or testing locations are reported to the health dept.

Number of cases in last 7 days in our region:

- Utah – 3,398
- Washington - 2,591
- Colorado – 2,050
- Oregon – 1,293
- North Dakota - 2,030
- Idaho – 1,612
- South Dakota – 1,529
- **Montana - 757**
- Wyoming – 314
- [Cleaning, Disinfection, and Hand Hygiene in Schools \(9/8/20\)](#) This guidance is intended to aid school administrators as they consider how to protect the health, safety, and wellbeing of students, teachers, other school staff, families, and communities and prepare for educating students this fall.
- [Considerations for restaurants and bars \(9/6/20\)](#) Please note: These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which businesses must comply.
- [COVID-19 Travel Recommendations by Country \(9/4/20\)](#)
- [COVID-19 Contact Tracing Training \(9/3/20\)](#) These trainings are for public health professionals who are interested in becoming a COVID-19 contact tracer or case investigator, as well as for public health professionals who already serve in these roles and are seeking to improve their knowledge
- [COVID-19 Employer Information for Hotels, Resorts, and Lodges \(9/3/20\)](#)
- [What Hotel, Resort, and Lodge Workers Need to Know about COVID-19 \(9/3/20\)](#)
- **Next IAP will be Monday, September 21, 2020.**



| Activities/Tasks for this Operational Period | | | |
|--|---|--|--------------------------|
| Activity | Task | Responsible POC | Status |
| 1. Case Management | 1. Contact trace investigations 2. Isolation & Quarantine follow-ups | 1. Shelly & Team 2. I&Q Team | 1. Ongoing 2. Ongoing |
| 2. Technical Guidance | 1. Provide tech assistance as needed. 2. Review gathering and event plans. | 1. Laurel & Team 2. Laurel & Team | 1. Ongoing 2. Ongoing |
| 3. Enforcement | 1. Follow up on complaints. 2. Coordinate enforcement process with local LE. | 1. Laurel & Team 2. Drenda & Laurel | 1. Ongoing 2. Ongoing |
| 4. Testing | 1. Coordinate testing with local partners. 2. Work with local partners for wastewater testing. | 1. Shelly 2. Eric | 1. Ongoing 2. Ongoing |

| Major Decisions / Policy Changes | |
|----------------------------------|---|
| Date | Description of decision / policy change |
| 09/14/20 | • |

| Documents / Products Developed | | | |
|--------------------------------|---|--------|---|
| Date: | Name and Description | POC: | Status/Location: |
| 09/11/20 | • Updated Detention Center Guidance | Laurel | Complete, posted to webpage |
| 09/14/20 | • Updated Food, Beverage, Gaming Guidance | Laurel | Complete, posted to webpage |

| Changes in personnel and/or resource deployment since last update | | | |
|---|----------------|--------------------|-----------|
| Resource (include name if personnel) | Date of change | Disposition/Status | Location: |
| • New Code Enforcement Staff begin work this week. | 09/14/20 | Operational | Varies |

| List of major problems or concerns since last update | |
|--|--|
| Problems/Concerns: | Status: |
| 1. Schools and sporting events 2. Non-Compliant cases/contacts 3. Complaints 4. Large event plans | • Ongoing • Ongoing • Ongoing • Ongoing |

| Recommendations or emphasis for the next operational period (e.g., objectives, tasks, resources): | |
|---|---|
| 1. Youth Sports and spectator plans 2. Contact tracing of new cases. 3. Large event plan reviews. | 4. Enforcement of prevention measures and health orders. 5. Wastewater Testing Reports |

| Other Instructions / Comments: | |
|--|--|
| Provider Weekly COVID-19 Update Recurring – Every other Thursday 8:30-9:30 am (Next – September 17, 2020) Agenda: <ul style="list-style-type: none"> Situation Update Question and Answers Join Zoom Meeting https://zoom.us/j/680386439 Meeting ID: 680 386 439 | Stakeholders Weekly COVID-19 Update Recurring – Friday 8:30-9:30 am (Next – September 18, 2020) Agenda: <ul style="list-style-type: none"> Situation Update Question and Answers Join Zoom Meeting https://zoom.us/j/625571519 Meeting ID: 625 571 519 |



| ICS 203 – Unified Health Command (UHC) Organization Assignment List | | | | | |
|--|------------|---|--|---|----------|
| ICS 205 – UHC Contact List (Combined) | | | | | |
| 1. Incident Name: | | 2. Operational Period: | | Date From: | 09/14/20 |
| COVID-19 | | | | Time from: | 0830 |
| Date To: | | 09/21/20 | | Time from: | 0830 |
| POSITION | | NAME | | CONTACT INFO | |
| 3. UHC Incident Commander(s) and Staff – LCPH DOC # 406-457-8900 | | | | | |
| LCPH Incident Commander | | Drenda Niemann, Health Officer | | o-457-8910 | |
| LCSO Incident Commander | | Leo Dutton, Sheriff | | o-447-8235 | |
| HPD Incident Commander | | Steve Hagen, Chief | | o-447-8479 | |
| EHPD Incident Commander | | William Harrington, Chief | | o-227-8686 | |
| Public Information Officer | | Damian Boudreau | | o-457-8908 | |
| Liaison Officer | | Kathy Moore | | o-457-8926 | |
| Medical Officer | | Dr. William Snider, D.O. | | o-457-8900 | |
| 4. UHC Operations Section | | | | | |
| Operations Chief | | Eric Merchant | | o-457-8914 | |
| Deputy Operations Chief | | St. Peter's Hospital | | (406) 444-2304 | |
| Disease Containment Branch | | Shelly Maag | | o-457-8947 | |
| • Case Management Group | | Linda Gleason | | o-457-8900 | |
| o Investigation Team | | Katie Sheehy | | o-457-8900 | |
| o Isolation & Quarantine Team | | Sarah Sandau | | o-457-8960 | |
| • Technical Information & Guidance Group | | Laurel Riek | | o- 447-8361 | |
| o Nurses | | Nurses, Sanitarians | | HOTLINE: 457-8904 | |
| • Enforcement Group | | Laurel Riek | | o- 447-8361 | |
| o Education | | Licensed Establishment | | o-457-8900 | |
| o Warning | | Licensed Establishment/Law Enforcement | | o-457-8900 | |
| o Enforcement | | Law Enforcement & County Atty | | o-447-8221 | |
| Medical Branch | | St. Peter's Hospital | | (406) 444-2304 | |
| • Healthcare Facilities Group | | St. Peter's Hospital | | (406) 444-2304 | |
| • Testing | | SPH/PureView | | (406) 444-2304 | |
| • Transport Group | | EMS | | o-444-2228 | |
| • Fatalities Group | | Coroner | | o-457-8835 | |
| 5. UHC Planning Section | | | | | |
| UHC Planning Chief | | Brett Lloyd | | o-457-8897 | |
| PPE Coordinator | | Valerie Stacey | | o-457-8891 | |
| 6. UHC Logistics Section | | | | | |
| Logistics Chief | | Reese Martin | | o-447-8285 | |
| Supply Unit Leader | | Jolene Helgerson | | o- 457-8907 | |
| COAD | | Joe Wojton | | HOTLINE:-447-1605 | |
| 7. UHC Finance / Administration Section (AGENCY Managed) | | | | | |
| LCPH Finance/Administration Chief | | Heather Parmer | | o-457-8967 | |
| 8. Agency Executive/CEO | | Justin Murgel, BoH Chair | | o-457-8900 | |
| 9. County EOC/Emergency Manager | | Reese Martin | | o-447-8285 | |
| 10. External Agency Representative (FROM the Hospital Command Center) | | SPH: Will Kussman VA: Paul Reyes | | SPH: o-(406) 444-2118 VA, o-(406) 447-7891 | |
| 11. SPH Hospital Command Center | | Sevda Raghib, LOFR | | 406-447-2840 | |
| 12. Prepared by: | PRINT NAME | Brett Lloyd | | DATE: | 09/07/20 |
| | POSITION: | UHC Plans Chief | | TIME: | 1130 |



Incident Command System Form 204

Assignment List

| | | | | | |
|---|--------------------------|--|-----------------|--|---------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | | Date From: 9/14/2020 | Date To: 9/21/2020 |
| | | | | Time From: 8:30:00 AM | Time To: 8:30:00 AM |
| 3. Assignment Identifier: | | 4. Operations | | Personnel: | |
| Section | Operations | Operations Section Chief | | Eric Merchant | 406-457-8914 |
| Branch | Disease | Operations Sect, Deputy | | | |
| | | Branch Director | | Shelly Maag | 406-457-8947 |
| Group | Case Management | Group Supervisor | | Linda Gleason | 406-457-8900 |
| 5. Resources Assigned: | | # of Persons | Contact numbers | Reporting Location, Special Equipment and Supplies | |
| Resource Identifier | Name | | | | |
| Investigation Team | Katie Sheehy | varies | 406-457-8904 | Murray Building | |
| Isolation & Quarantine Team | Sarah Sandau | varies | 406-457-8960 | Home/Telework | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6. Work Assignments: | | | | | |
| TASKS: | | | | | |
| Investigation Team - Complete case contact investigations | | | | | |
| I&Q Team - Follow-up with I&Q cases regularly as needed. | | | | | |
| 7. Special Instructions: | | | | | |
| See Incident Objectives and Commander's Intent. | | | | | |
| 8. Communications (radio and/or phone numbers needed for this assignment): | | | | | |
| Name | Function | Radio (Frequency/ System/Channel) | Phone | Cell | |
| Eric Merchant | Operations Section Chief | | 406-457-8914 | | |
| Nurse Hotline | Technical Guidance | | 406-457-8904 | | |
| SPH ICP | LOFR | | 406-444-2304 | | |
| Reese Martin | DES Coordinator | | 406-447-8285 | | |
| 9. Prepared by: Brett Lloyd, Plans Chief | | Signature: | | | |
| ICS Form 204 | | Date/Time: 9/14/2020 | 12:08 | | |



Incident Command System Form 204

Assignment List

| | | | | | |
|---|--------------------------------------|-----------------------------------|----------------------|--|---------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | | Date From: 9/14/2020 | Date To: 9/21/2020 |
| | | | | Time From: 8:30:00 AM | Time To: 8:30:00 AM |
| 3. Assignment Identifier: | | 4. Operations | | Personnel: | |
| Section | Operations | Operations Section Chief | Eric Merchant | 406-457-8914 | |
| Branch | Disease | Operations Sect, Deputy | St. Pete's Ops Chief | 406-444-2304 | |
| | | Branch Director | Shelly Maag | 406-457-8947 | |
| Group | Technical Info & Guidance | Group Supervisor | Laurel Riek | 406-447-8361 | |
| 5. Resources Assigned: | | # of Persons | Contact numbers | Reporting Location, Special Equipment and Supplies | |
| Resource Identifier | Name | | | | |
| Nurses | | varies | 406-457-8904 | Murray Building | |
| Sanitarians | Laura Hendley | varies | 406-457-8900 | Telework | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6. Work Assignments: | | | | | |
| TASKS: | | | | | |
| All - Take calls needing technical information and guidance as it relates to COVID. | | | | | |
| - Provide facility/industry/situation-specific guidance as needed. | | | | | |
| - Develop Guidance documents and post on LCPH COVID Webpage. Distribute as needed. | | | | | |
| 7. Special Instructions: | | | | | |
| See Incident Objectives and Commander's Intent. | | | | | |
| *Calls offering to help (volunteers) and calls needing assistance with basic needs (food, shelter, financial etc.) should be referred to DES hotline (406) 447-1605 | | | | | |
| 8. Communications (radio and/or phone numbers needed for this assignment): | | | | | |
| Name | Function | Radio (Frequency/ System/Channel) | Phone | Cell | |
| Eric Merchant | Operations Section Chief | | 406-457-8914 | | |
| Nurse Hotline | Technical Guidance | | 406-457-8904 | | |
| SPH ICP | LOFR | | 406-444-2304 | | |
| Reese Martin | DES Coordinator | | 406-447-8285 | | |
| 9. Prepared by: Brett Lloyd, Plans Chief | | Signature: | | | |
| ICS Form 204 | | Date/Time: 9/14/2020 | 12:08 | | |



Incident Command System Form 204

Assignment List

| | | | | | |
|--|--------------------------|---|-------------------|--|----------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | | Date From: 9/14/2020 | Date To: 9/21/2020 |
| | | | | Time From: 8:30:00 AM | Time To: 8:30:00 AM |
| 3. Assignment Identifier: | | 4. Operations | Personnel: | | Ph. Number(s) |
| Section | Operations | Operations Section Chief | Eric Merchant | | 406-457-8914 |
| Branch | Disease | Operations Sect, Deputy | | | |
| | | Branch Director | Shelly Maag | | 406-457-8947 |
| Group | Enforcement | Group Supervisor | Laurel Riek | | 406-447-8361 |
| 5. Resources Assigned: | | | | | |
| Resource Identifier | Name | # of Persons | Contact numbers | Reporting Location, Special Equipment and Supplies | |
| Lewis & Clark Sheriff's Office | Leo Dutton | varies | 406-447-8235 | Varies | |
| Helena Police Dept. | Steve Hagan | varies | 406-447-8479 | Varies | |
| East Helena PD | William Harrington | varies | 406-227-8686 | Varies | |
| Education Team | Laurel Riek | varies | 406-457-8900 | Varies | |
| | | | | | |
| | | | | | |
| 6. Work Assignments: | | | | | |
| TASKS: | | | | | |
| Education Team - (1st Complaint): Follow up on complaints and provide guidance, education and information to suspected violators. | | | | | |
| Warning Team - (2nd complaint): LCPH-Draft Warning Letter to violators, Law Enforcement - Deliver letter in person and observe suspected violations. | | | | | |
| Enforcement Team - (3rd Complaint): Law Enforcement, conduct on-site investigation to verify violation and forward results to appropriate County or City Attorney's Office. | | | | | |
| 7. Special Instructions: | | | | | |
| See Incident Objectives and Commander's Intent. | | | | | |
| 8. Communications (radio and/or phone numbers needed for this assignment): | | | | | |
| Name | Function | Radio (Frequency/System/Channel) | Phone | Cell | |
| Eric Merchant | Operations Section Chief | | 406-457-8914 | | |
| Nurse Hotline | Technical Guidance | | 406-457-8904 | | |
| SPH ICP | LOFR | | 406-444-2304 | | |
| Reese Martin | DES Coordinator | | 406-447-8285 | | |
| 9. Prepared by: Brett Lloyd, Plans Chief | | Signature: | | | |
| ICS Form 204 | | Date/Time: | 9/14/2020 | 12:08 | |



Incident Command System Form 204

Assignment List

| | | | | | |
|---|------------------------------|-----------------------------------|----------------------|--|---------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | | Date From: 9/14/2020 | Date To: 9/21/2020 |
| | | | | Time From: 8:30:00 AM | Time To: 8:30:00 AM |
| 3. Assignment Identifier: | | 4. Operations | | Personnel: | |
| Section | Operations | Operations Section Chief | Eric Merchant | 406-457-8914 | |
| Branch | Medical | Operations Sect, Deputy | | | |
| | | Branch Director | St. Peter's Hospital | 406-444-2304 | |
| Group | Healthcare Facilities | Group Supervisor | St. Peter's Hospital | 406-444-2304 | |
| 5. Resources Assigned: | | | | | |
| Resource Identifier | Name | # of Persons | Contact numbers | Reporting Location, Special Equipment and Supplies | |
| St. Peter's Hospital | Sevda Raghib | varies | 406-447-2840 | | |
| PureView | Jill Steeley | varies | 406-457-0000 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6. Work Assignments: | | | | | |
| TASKS: | | | | | |
| ALL - Screen suspected COVID patients, test/refer for testing as appropriate, inform LCPH of positive cases. Coordinate for the provision of services, as able, to at-risk populations. | | | | | |
| 7. Special Instructions: | | | | | |
| See Incident Objectives and Commander's Intent. | | | | | |
| St. Peter's Hospital COVID-19 CALL CENTER 406-457-4180 | | | | | |
| 8. Communications (radio and/or phone numbers needed for this assignment): | | | | | |
| Name | Function | Radio (Frequency/ System/Channel) | Phone | Cell | |
| Eric Merchant | Operations Section Chief | | 406-457-8914 | | |
| Nurse Hotline | Technical Guidance | | 406-457-8904 | | |
| LCPH | LOFR | | 406-457-8926 | | |
| Reese Martin | DES Coordinator | | 406-447-8285 | | |
| 9. Prepared by: Brett Lloyd, Plans Chief | | Signature: | | | |
| ICS Form 204 | | Date/Time: 9/14/2020 | 12:08 | | |



Incident Command System Form 204

Assignment List

| | | | | | |
|--|--------------------------|-----------------------------------|----------------------|--|---------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | | Date From: 9/14/2020 | Date To: 9/21/2020 |
| | | | | Time From: 8:30:00 AM | Time To: 8:30:00 AM |
| 3. Assignment Identifier: | | 4. Operations | | Personnel: | |
| Section | Operations | Operations Section Chief | Eric Merchant | 406-457-8914 | |
| Branch | Medical | Operations Sect, Deputy | | | |
| | | Branch Director | St. Peter's Hospital | 406-444-2304 | |
| Group | Transport | Group Supervisor | David Webster | 406-444-2304 406-444-2228 | |
| 5. Resources Assigned: | | | | | |
| Resource Identifier | Name | # of Persons | Contact numbers | Reporting Location, Special Equipment and Supplies | |
| St. Peter's Hospital | Sevda Raghib | varies | 406-447-2840 | | |
| SPH EMS | David Webster | varies | 406-444-2228 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6. Work Assignments: | | | | | |
| TASKS: | | | | | |
| ALL - Work with Unified Health Command (UHC) and EOC to coordinate, as able, the transport of suspected or confirmed COVID patients and at-risk populations. | | | | | |
| 7. Special Instructions: | | | | | |
| See Incident Objectives and Commander's Intent. | | | | | |
| St. Peter's Hospital COVID-19 CALL CENTER 406-457-4180 | | | | | |
| 8. Communications (radio and/or phone numbers needed for this assignment): | | | | | |
| Name | Function | Radio (Frequency/ System/Channel) | Phone | Cell | |
| Eric Merchant | Operations Section Chief | | 406-457-8914 | | |
| Nurse Hotline | Technical Guidance | | 406-457-8904 | | |
| LCPH | LOFR | | 406-457-8926 | | |
| Reese Martin | DES Coordinator | | 406-447-8285 | | |
| 9. Prepared by: Brett Lloyd, Plans Chief | | Signature: | | | |
| ICS Form 204 | | Date/Time: 9/14/2020 | 12:08 | | |



Incident Command System Form 204

Assignment List

| | | | | | |
|---|--------------------------|--|-----------------|--|---------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | | Date From: 9/14/2020 | Date To: 9/21/2020 |
| | | | | Time From: 8:30:00 AM | Time To: 8:30:00 AM |
| 3. Assignment Identifier: | | 4. Operations | | Personnel: | |
| Section | Operations | Operations Section Chief | | Eric Merchant | 406-457-8914 |
| Branch | Medical | Operations Sect, Deputy | | | |
| | | Branch Director | | St. Peter's Hospital | 406-444-2304 |
| Group | Fatalities | Group Supervisor | | Leo Dutton, Coroner | 406-457-7398 |
| 5. Resources Assigned: | | | | | |
| Resource Identifier | Name | # of Persons | Contact numbers | Reporting Location, Special Equipment and Supplies | |
| Coroner POC | Brent Colbert | 2 | 406-457-8835 | Varies | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 6. Work Assignments: | | | | | |
| TASKS: | | | | | |
| Coroner - Coordinate disposition of remains of suspected COVID patients with Unified Health Command (UHC) and local Funeral Homes to prevent further disease spread. | | | | | |
| 7. Special Instructions: | | | | | |
| See Incident Objectives and Commander's Intent. | | | | | |
| 8. Communications (radio and/or phone numbers needed for this assignment): | | | | | |
| Name | Function | Radio (Frequency/ System/Channel) | Phone | Cell | |
| Eric Merchant | Operations Section Chief | | 406-457-8914 | | |
| Nurse Hotline | Technical Guidance | | 406-457-8904 | | |
| Coroner | Group Supervisor | | 406-457-8835 | | |
| Reese Martin | DES Coordinator | | 406-447-8285 | | |
| 9. Prepared by: Brett Lloyd, Plans Chief | | Signature: | | | |
| ICS Form 204 | | Date/Time: 9/14/2020 | 12:08 | | |



ICS 206 – INCIDENT Medical Plan

| | | | | | | |
|--------------------------------------|--|----------------------------------|------------|---|------------|------------------------------|
| 1. Incident Name: COVID-19 | | 2. Operational Period: | Date From: | 07/20/20 | Date To: | Ongoing |
| | | | Time from: | 0830 | Time from: | 0830 |
| 3. Prepared by: Name: Brett Lloyd | | Position: Planning Section Chief | | 4. Approved by: Name: Drenda Niemann | | Position: Incident Commander |

Commander's Intent:

The intent of all actions and operations is to, as much as possible, minimize disease spread through social distancing and other evidence-based protective and preventive measures.

Safety Message: (updated 7/20/20): As of July 16, 2020, masks are required in indoor areas open to the public.

For more information, read the [Governor's directive here](#).

Exceptions to the mask requirement include [ref. Section 4 of Governor's Directive]:

- children under the age of five. All children between the ages of two and four, however, are strongly encouraged to wear a face covering in accordance with the provisions of this Directive. Children under the age of two should not wear a face covering;
 - persons consuming food or drinks in an establishment that offers food or drinks for sale;
 - persons engaged in an activity that makes wearing a face covering impractical or unsafe, such as strenuous physical exercise or swimming;
 - persons seeking to communicate with someone who is hearing impaired;
 - persons giving a speech or engaging in an artistic, cultural, musical, or theatrical performance for an audience, provided the audience is separated by at least six feet of distance;
 - persons temporarily removing their face covering for identification purposes;
 - persons required to remove face coverings for the purpose of receiving medical evaluation, diagnosis, or treatment; or
 - persons who have a medical condition precluding the safe wearing of a face covering.
-
- Only those employees in public-facing work spaces are required to wear face coverings as specified in this Directive. All other employees are asked to wear face coverings in all shared indoor spaces including but not limited to, hallways, break rooms, shared offices, meeting rooms, and shared vehicles. Additionally, employees working outside must wear face coverings when social-distancing is not possible.
 - In instances where no mask can be worn due to a noted exception under Section 4 (sited above), employees in public-facing roles must remain behind glass or plastic screening and maintain a strict 6-foot distance between themselves and all other employees. As we continue in Phase 2 of the re-opening plan, here are some reminders about keeping city-county work environment as safe and healthy as possible. Please continue to follow the provisions and procedures noted below:
 - Where feasible, employees that have been working remotely should continue to work remotely;
 - Continue to conduct symptom screening at the beginning of each shift;
 - Maintain physical distancing of 6 feet in the office or common areas.
 - Continue to follow the handwashing guidelines; use hand sanitizer when washing hands is not an option;
 - Avoid touching your eyes, nose, and mouth with your hands; avoid close contact with others; and cover coughs and sneezes;
 - Continue to disinfect common equipment and other highly touched surfaces. Everyone has a role in this.
 - Use the masks, gloves, sanitation supplies, and hand sanitizer provided;
 - Stay home from work if you're feeling sick or experiencing COVID-19 symptoms. Use the proper procedure established by your department/office/work unit to notify your supervisor as soon as possible. If you start experiencing symptoms at work, it's important to notify your supervisor and go home as soon as possible. COVID-19 Symptoms Include: fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell. We encourage you to go in for testing if you're experiencing these symptoms and wait for your results before returning to work.

Diligence is needed in our handwashing (hygiene habits) and sanitation efforts! Offices that have waiting lines or waiting areas for customers/member of the public should review the [guidelines for Phase II reopening in the Governor's Directive](#).

Travel Guidelines

If you have plans for out-of-state travel, please make note of the following:

- Upon return, if you can work from home for 14 days, this is the first and best choice. Maintaining efficient operations, even from home, is still a priority for Lewis and Clark County.
- If you develop symptoms, call your provider. If they recommend a test, stay home until you know your results. You will want to let your provider know when and where you have traveled.
- If working from home is not an option, please exercise precaution and follow the protocols your office or department put in place, as well as the CDC guidelines above in order to maintain the healthiest work environment possible.
- If you have family or friends visiting from out-of-state where close contact cannot be avoided (understandably), the precautions above should also be followed.



ICS 206 – INCIDENT Medical Plan

Instructions on when and how to ask for medical help:

- Symptoms of COVID-19 include a fever over 100 degrees F, cough, and difficulty breathing. If you have mild symptoms, stay home if possible and contact your medical provider by phone for guidance. Your provider will make sure you don't expose others in the office or hospital setting. He or she will also work with public health professionals to determine if you need to be tested.
- If you have severe symptoms, such as difficulty breathing, seek care immediately. Let the 9-1-1 dispatcher know that you might have COVID-19.
- Older patients and people who have underlying medical conditions or compromised immune systems should contact their physician early in the course of even mild illness.

Location of Medical Aid Stations:

- Testing is being done at both St. Peter's Urgent Care in Helena and by PureView in East Helena. **Walgreens is doing testing daily from 9-5.**
- You no longer need to have a provider's order to be tested for COVID. There are various drive up clinics happening in the near future. Also, "Alluvian" in Great Falls does drive up testing.

Personal Protective Equipment

| Location | PPE Type | Instructions for Use |
|----------------------|---|---|
| Murray Building | Face Masks Required | Non Clinical Staff – Cloth Masks, wash daily Clinical Staff – Cloth or surgical masks, dispose or wash daily Patients – Surgical masks |
| City/County Building | Face Masks Required | Non Clinical Staff – Cloth Masks, wash daily |
| EOC | Face Masks Required | Non Clinical Staff – Cloth Masks, wash daily |
| Out in Public | Face Masks-, Required in indoor, public spaces and outside where social distancing cannot be maintained, e.g. standing in a line, at a gathering, etc. | Non Clinical Staff – Cloth Masks, wash daily |

Other Instructions:

- If you feel ill, notify your supervisor immediately. Do not come to work until you feel better.
- If you have questions or concerns, contact the state hotline at 1-888-333-0461 or the LCPH Nurse's Hotline at 406-457-8904.

PPE Strategies:

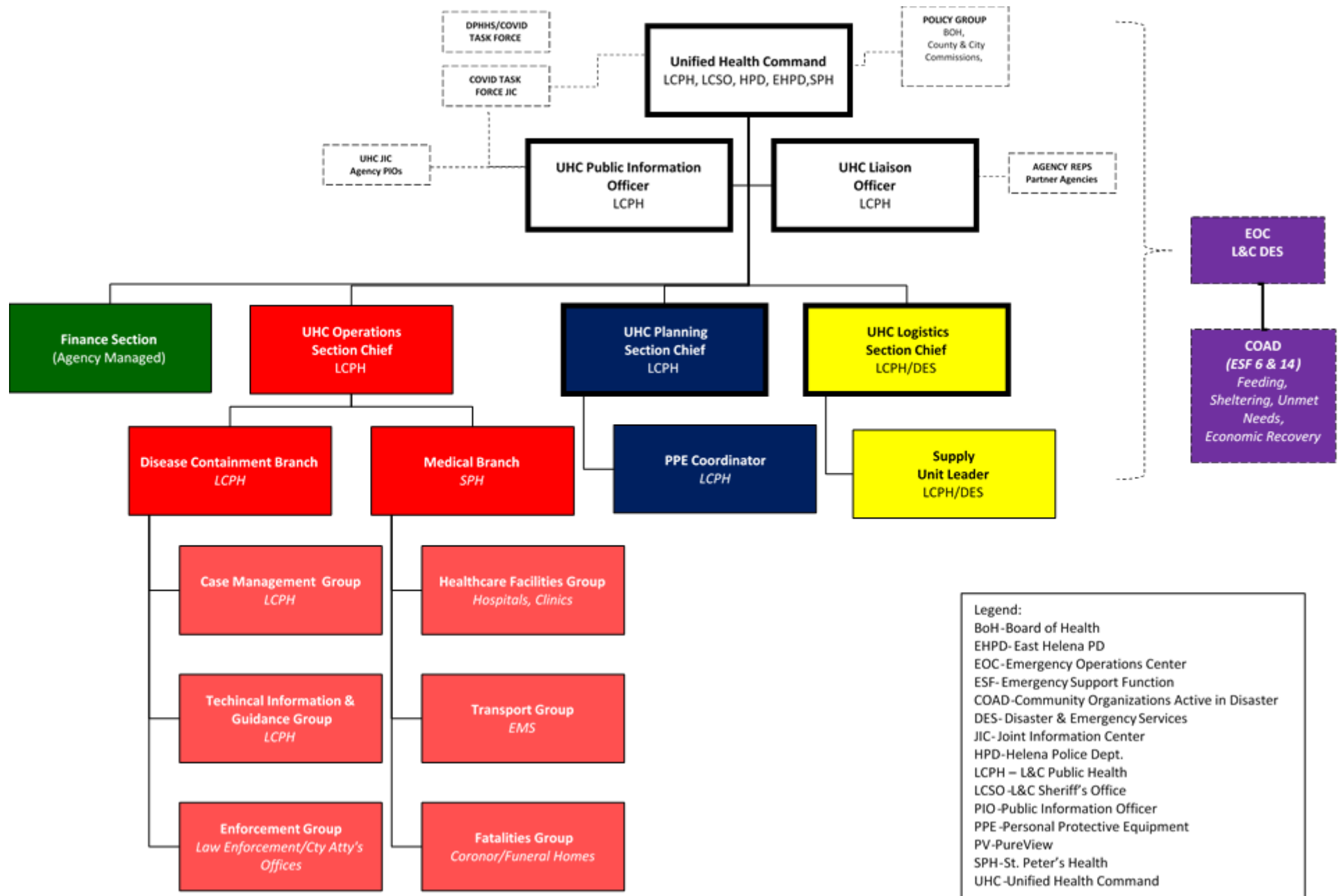
- [Strategies for Optimizing the Supply of PPE](#) (CDC)
- [Strategies for Optimizing the Supply of N95 Respirators](#) (CDC)
- [Extending the Use and/or Reusing Respiratory Protection During Disasters](#) (APIC)
- [Temporary Enforcement Guidance – Healthcare Respiratory Protection](#) (OSHA)
- [Conserving Facemasks and Respirators During a Critical Shortage](#) (TJC)
- [PPE Burn Rate Calculator](#) (CDC)
- [PPE Emergency Use Authorizations](#) (FDA)
- [Decontamination and Reuse of Filtering Facepiece Respirators](#) (CDC)

List of Montana based PPE Vendors:

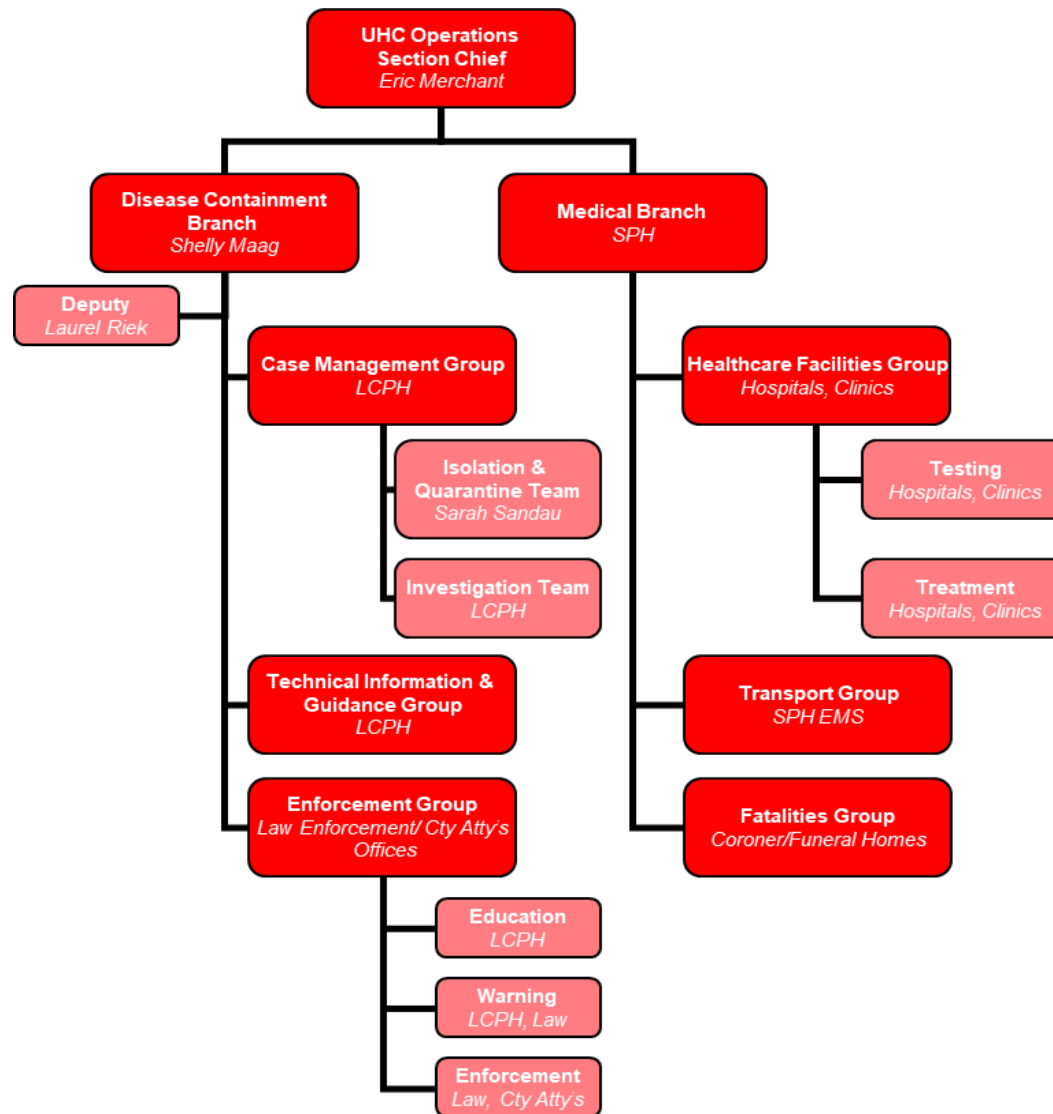
<http://innovatemontana.com/blog/mask-up-with-montana-produced-masks>



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Operations Section



ICS 202b – Position Objectives & Update Form

| | | | | | |
|--------------------------|------------------------|--------------------------|-----------|------------|--|
| 1. Incident Name: | 2. Operational Period: | Date From: | | Date To: | |
| | | Time from: | | Time from: | |
| 3. Prepared by: Name: | Position: | 4. Approved by: Name: | Position: | | |

Situational Update for your Position

| |
|--|
| |
|--|

Your Position's Objectives / Activities for this Operational Period

| Objectives and Activities | Status |
|---------------------------|--------|
| A. | |
| B. | |
| C. | |
| D. | |
| E. | |

| Major Decisions / Policy Changes made by your Position | | | |
|--|---|-------------|------------------|
| Time | Description of decision / policy change | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Documents / Products Developed | | | |
| Time | Name and Description | Location | |
| | | | |
| | | | |
| | | | |
| | | | |
| Changes in personnel and/or resource deployment since last situation status update | | | |
| Resource (include name if personnel) | Time of change | Disposition | Current location |
| | | | |
| | | | |
| | | | |
| List of major problems or concerns since last update: | | | |
| Recommendations for the next operational period (e.g., objectives, tasks, resources): | | | |
| Quote of the week: <div style="text-align: center;"> <i>How little do they see what really is, who frame their hasty judgment upon that which seems.</i> <i>Daniel Webster</i> </div> | | | |